

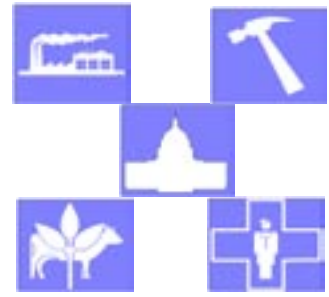
Safety Lines

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<http://www.doli.state.mn.us>



Lockout/tagout procedures prevent serious injuries

By Larry Sperling, Senior Safety Investigator

OSHA regulations dictate the minimum requirements employers must meet to ensure the safety of employees performing various assigned tasks. While production equipment is in operation, the machine guarding requirements within Subpart O of the OSHA General Industry standards apply, including 29 CFR 1910.211 through 1910.219.



When employees perform other tasks on that same equipment, the lockout/tagout standard in Subpart J of 29 CFR 1910.147 takes priority, providing the framework for safe work conditions for employees. If an employee has to remove or bypass a guard or safety device, or places any part of their body in an area of the equipment where machine movement could cause injury, lockout/tagout is required.

Although the requirements for lockout/tagout have been in effect for approximately 15 years, there is still confusion about when to use it. Many people recognize lockout/tagout is required when maintenance or repair is performed on equipment, but fail to realize lockout/tagout applies when machines are being set up as well.

In just the past few years, Minnesota OSHA has investigated a number of serious injuries that occurred – in part – because equipment was not locked out during set up.

Employers will sometimes question how a machine can be set up and the various adjustments crucial to that setup be made without having the machine turned on. The lockout/tagout standard has provisions to

allow for energizing the equipment while making necessary adjustments, completing tests or repositioning the machinery while the employee doing the setup is protected by using means such as inch or jog mode. If an employee needs to place part of their body into a hazardous zone of the machine to complete the setup, for example to adjust or secure sensors, part ejectors, scrap chutes or other such items, the machine must be locked out again.

Employees have to understand why they need to use lockout/tagout and need to have specific procedures to follow for each type of equipment they work on. Employees also must be trained to properly use lockout/tagout procedures.

Lockout/tagout, continues next page ...

MNOSHA, UAW, Ford Motor Company partner to drive home safety

By Nancy Zentgraf, Metro Safety Supervisor

Minnesota OSHA has formed a partnership with the International Union of United Auto, Aerospace and Agricultural Implement Workers (UAW) and the Ford Motor Company. The official signing is scheduled to occur May 18 at the St. Paul, Minn., Ford Motor Company plant. A similar agreement has been ratified on the federal level as well.



The objective of the partnership is to reduce worker injury and illnesses by leveraging the resources of all the parties through the systematic anticipation, identification, evaluation and control of health and safety hazards. The three organizations agree to carry out these objectives in an atmosphere based on mutual respect and trust.

The partnership goals are to:

- Design worker health and safety into facilities, equipment and processes.
- Maintain the facilities, equipment and processes to keep them operating in a safe manner.
- Ensure health and safety is led by management, and is owned and promoted by both management and employees.
- Ensure both management and workers are responsible and accountable for their actions, relative to health and safety in the workplace, in a fair and consistent manner.

The progress toward these goals will be evaluated and verified by the three partnership members.

Lockout/tagout, continued from page 1 ...

Employers need to annually verify by inspection that their employees are not only using lockout/tagout, but that those employees are using the procedures correctly.

By performing a workplace hazard analysis and developing and implementing appropriate lockout/tagout procedures, employers can improve safety in their workplace and lessen the likelihood of an injury occurring.

State agencies focus on possible confined-space entry hazards at Minnesota public schools

By Phil Allmon, Health, Safety and Risk Management Coordinator
Minnesota Department of Education

Recent reports to the Minnesota Departments of Labor and Industry (DLI), Education (MDE) and Public Safety (DPS) indicate critical elements of the confined-spaces standard may not be fully implemented in Minnesota public schools.

A key element of the standard is that it is the school's responsibility to provide a properly trained and provisioned emergency and rescue service should a confined-space entrant become trapped inside the confined space.

Minnesota public schools have reported 1,721 owned buildings, most of which have tunnel systems surrounding their perimeter supplying combinations of building heat, ventilation air, electrical and telecommunication services. With the complexity of these tunnels and their provided services, it is estimated that hundreds of employees and technicians enter them each year.

Given the proven hazards of confined spaces and the nature of the information reaching DLI, MDE and DPS, it is considered prudent public policy to

focus agency attention on confined-space safety and rescues.

During a recent discussion among the agencies, a reasonable emergency situation was envisioned: A person becomes trapped in a confined space and those outside either attempt an emergency rescue or call others to do so. Without adequate preparation, provisioning or training, as is required in the standard (see 29 CFR 1910.146k), the rescuer may succumb to the same hazard.

Because such deaths have happened in the past, the three state agencies plan to collaboratively provide incentives for schools to find and correct deficiencies in emergency and rescue services.

Contractors, consultants, and health and safety professionals servicing client schools should pay particular attention to these problems; it is recognized this group's influence can be significant in the trade.

More information will be made available as the collaboration progresses.



Confined spaces, a primer

The purpose of this primer is to heighten awareness of the potential for death or serious injury when entering a confined space.

Description of hazard

Confined spaces may contain one or more atmospheric, physical or fire hazard. Some examples of confined spaces include chemical processing tanks and vats, fuel tanks, boilers, manure pits, sewers (including lift stations), crawl spaces, hoppers and steam pipes. Oxygen deficiency is a common cause of death in confined spaces. Bacteria or a chemical reaction may consume oxygen, or a gas such as carbon dioxide or methane may displace oxygen in the confined space.

Toxic gases such as hydrogen sulfide may be generated during decomposition of organic matter. Fires and explosions have occurred when flammable vapors or gases have entered confined spaces. Employees have died when caught in equipment and materials in confined spaces, and due to lack of breathable air space in confined spaces.

Controlling the hazard

To ensure worker safety, employers must have a written confined-space entry program, including permitting and rescue procedures, before allowing employees to enter confined spaces. Employees must have suitable training before participating in confined-space entry

Confined spaces, continues next page ...



WEB PAGES HAVE IT ALL: 'A' TO 'V'

The Minnesota OSHA Web pages are deep with information. From A to Z – or at least from accident investigation to violence prevention – these pages have it all.

To begin at the beginning, start at www.doli.state.mn.us/mnosh.html. Here you'll find: "What's new" in the left column; "Popular pages," "Publications" and "OSHA forms" in the right column; and important information about Minnesota OSHA – what it is, what it does and why there are two parts to it – in the middle column. Don't forget to click on the pictures and graphics on the page – there's often information behind them as well.

New information is always being added to these pages. Just visit www.doli.state.mn.us/pubosha.html for proof (see all those green "New" identifiers under "Hazard alerts and fact sheets"?). Minnesota OSHA's 2004 annual report and its 2004-2008 strategic plan are also on that page. As is, ahem, a link to its quarterly newsletter *Safety Lines*.

The mother lode of handouts and safety information is on www.doli.state.mn.us/oshainfo.html. Feel free to view and print to your heart's content.

Don't forget to visit www.doli.state.mn.us/wsc.html to familiarize yourself with MNOSHA Workplace Safety Consultation's services, programs and training opportunities.

Before you leave, stop in at www.doli.state.mn.us/osheven.html to learn about MNOSHA training and seminars throughout the state.

These information-packed Web pages are just one more way that Minnesota OSHA works toward its mission to make sure every worker in the state has a safe and healthful workplace.

Confined spaces, a primer, continued ...

or rescue procedures. Lockout procedures need to be implemented, where appropriate, to control energy sources, and gas and liquid lines.

A confined space will be in one of four classes as described in the Minnesota Rules regulating confined-space entry. The written confined-space entry permit will identify the class of the confined space, ventilation requirements, air monitoring requirements and rescue procedures.

Mechanical ventilation is used to introduce fresh air into a confined space before and during entry. The end of the ventilation hose should be directed at a wall in the confined space to enhance mixing of the air. Maximum ventilation rates are determined by the size

of the confined space and the number of occupants. Air monitoring should always begin with oxygen monitoring.

Timely rescue is crucial to the victim who collapses in a confined space. Rescue personnel, including the standby person, should not attempt to enter a confined space unless they have been trained, have been provided with supplied air respirators approved for atmospheres "immediately dangerous to life or health" (IDLH) and have notified the local emergency responders. More than half of confined-space fatalities are unprepared would-be rescuers. Harnesses and retrieval devices are available that allow confined-space victims to be rescued without other personnel entering the confined space.

Work-related asthma awareness helps workers breathe easy

By Brian Alexander, Senior Industrial Hygienist



Laboratory animal workers, hospital workers, food processing workers, auto and auto parts manufacturing workers, farmers and grain handlers, bakers and beauty salon workers are all examples of places and jobs where people have developed asthma from exposures at work.

There are more than 300 substances in the workplace that can cause asthma. These substances can be from chemicals, plants or animals. Even very low levels of exposure to some of these substances can cause asthma. Any irritant at a high enough concentration can cause more asthma symptoms if you already have asthma.



Substances that can cause or make asthma worse

- Chemicals: isocyanates, metal working fluids, coolants, chromium salts, cleaning agents and disinfectants, welding fumes
- Plants: flour dust, soybean dust, wood dust, pine resin
- Animals: pet dander, shellfish, egg proteins, poultry droppings

When to suspect your asthma is work-related

- Your breathing problems are worse at work.
- Your symptoms improve or are better when you are away from work.
- You got asthma after you started a new job.
- You are an adult with new-onset asthma.
- You had asthma already, but it has gotten worse in your adult life.



There are breathing tests you can do to see if there is a relationship between your work and your asthma. Ask your doctor about these tests: peak flow meter and pre- and post-shift or pre- and post-vacation pulmonary function testing.



The sooner you are no longer exposed to the substance at work that is causing your asthma, the better the chance your asthma symptoms will improve or go away completely. The safest thing to do is to avoid working with or around the substance that is causing or making your asthma worse. In some cases, your employer may be able to switch you to a different job. In other cases, the chemical or substance that is giving you breathing problems can be switched to a different substance that will not cause those symptoms.



Using personal protection equipment such as dust masks or respirators usually does not provide enough protection once you have asthma.

The Minnesota Department of Health (MDH) Asthma Program is developing a plan to address occupational asthma in Minnesota. If you are interested in serving on the department's Occupational Asthma Advisory Work Group, contact: MDH at asthma@health.state.mn.us or Laura Oatman at laura.oatman@health.state.mn.us.



Keeping minors safe in the workplace

By Bob Waterman, Labor Investigator

According to the U.S. Department of Labor, approximately 5.5 million teenagers will be working in the United States this summer. The benefits to young people in the workplace range from income savings for college and to offset other expenses, gradual addition of responsibility and preparation for full-time work, and experience to add to a resume or college application. The Minnesota Department of Labor and Industry (DLI) is committed to blending the benefits of working with the goal of a safe working environment for all workers. The National Institute for Occupational Safety and Health (NIOSH) indicates 230,000 workers under age 18 will be injured on the job this year. Workplace injuries range from the relatively minor, such as a small cut or abrasion, to the severe, such as broken bones or even death.

Employers considering hiring young people should be mindful that there are additional protections at both the state and federal levels for young people in the workplace. These rules provide for gradual increases in hours and duties for young people as they get older. Employers may think of employing minors as an equation: proof of age + hours requirements + duties requirements = compliance.

In Minnesota, all employers are required to keep proof of age for minors employed on the employer premises at all times.

Hours a young person may work vary by age and the size of the employer. For small employers that have workers younger than age 16, state law provides the worker may not work before 7 a.m. or after 9 p.m. Such workers may not work more than eight hours in any 24-hour period or more than 40 hours in a seven-day work week. For large employers that have workers younger than age 16, federal law provides the worker may

not work before 7 a.m. or after 7 p.m. In addition, they may not work more than three hours a day or more than 18 hours in the seven-day work week. All employers that have workers ages 16 and 17 follow the state hours restrictions. Generally, these workers may not work earlier than 5 a.m. on a school day or later than 11 p.m. on an evening before school.

Minors subject to the child labor laws are not allowed to perform work that the DLI commissioner defines as hazardous. Some examples of hazardous occupations include working in or about construction or building projects and working with power driven machinery – such as power saws, meat slicers, grinders and others. The complete list of hazardous occupations is found in the Minnesota Rules, online on the Office of the Revisor of Statutes Web site at www.revisor.leg.state.mn.us/arule/5200 (0910 and 0920); a partial list is also on the DLI Web site at www.doli.state.mn.us/childlbr.html; inquiries may also be made by contacting DLI's Labor Standards unit at (651) 284-5005, toll-free at 1-800-342-5354.

Specific federal laws relating to child labor may be accessed online at www.dol.gov or by contacting Wage and Hour at 1-866-487-9243.



MNOSHA: up-close and personal

By Diane Amell, Training Officer

Minnesota OSHA is participating in the 71st Annual Minnesota Safety and Health Conference in a big way.

The event, sponsored by the Minnesota Safety Council, provides MNOSHA with the chance to meet and speak with employers, employees and members of the public in a relaxed, friendly atmosphere. This year's conference is May 11 through 13, at the Minneapolis Convention Center. Presentations by MNOSHA staff members at the conference include:

- "The Safety Hazard Abatement Grant Program," by Ernest Mattila, Workplace Safety Consultation;
- "MNOSHA's Priorities for 2005 and MNOSHA's Performance," by Patricia Todd, Compliance;
- "What's New in Lockout/tagout?," by James Krueger, Compliance; and
- "OSHA Training Requirements" and "Navigating the OSHA Web site," by John O'Brien, Workplace Safety Consultation.

In addition, Jana Williams will be conducting a half-day session, "'What – another work comp claim?' How to Survive and Thrive Within the System." Williams is a consultant supervisor in the Compliance Services unit of the Minnesota Department of Labor and Industry's Workers' Compensation Division.

Both MNOSHA Compliance and Workplace Safety Consultation will be staffing booths in the exhibit hall again this year. Stop by with questions or to just say hello. Compliance staff members will also be at the "Lunch With the Enforcers," Wed., May 11. Workplace Safety Consultation staff members will assist with the Governor's Safety Awards Luncheon on May 13.

For more information about the conference, visit www.mnsafetycouncil.org/courses or call (651) 291-9150, toll-free at 1-800-444-9150.



MNOSHA online surveys: **TELL US HOW WE'RE DOING**

Employer and employee surveys

Minnesota OSHA is committed to improving the services it provides to employers and employees in Minnesota. If MNOSHA has inspected your worksite within the past three months, you can provide valuable feedback about how we are serving you in the field – as an employee or employer.

Web site survey

The MNOSHA Web pages are a work in progress. A Web site satisfaction survey is available online and your feedback is invaluable as we move forward. Let us know what's working and what can be improved, by making suggestions for how we can serve you better.

www.doli.state.mn.us/oshasurvey.html

May 2005						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2		4	5	6	7
	9	10	11	12	13	14

Save the date

Minnesota OSHA training events

Four conferences bring state, federal regulators to employers' doorsteps

Several state and federal agencies are working together to sponsor four employer conferences throughout Minnesota. The conferences bring together a panel of state and federal experts to discuss a variety of regulatory requirements and changes, ranging from workplace safety (OSHA), fair labor standards and medical leave to payroll issues, the Americans with Disabilities Act and employer responsibilities under the federal COBRA and ERISA laws. The conference is ideal for small-business owners, small-business advisors and economic development professionals.

The first conference was in Willmar, Minn., on April 20. For registration and other information about future workshops call the person listed for the date and location you are interested in.

- Location: Cambridge, Minn.
Date: Wed., May 18
Contact: Barry Kirchoff, (763) 689-7003
- Location: Bemidji, Minn.
Date: Thurs., June 23
Contact: Laura Holm, (218) 755-4900
- Location: Mankato, Minn.
Date: Wed., July 13
Contact: Mary Oudekerk, (507) 389-8893

Participating agencies include the Minnesota Departments of Labor and Industry, Employment and Economic Development, and Revenue; the Minnesota Small Business Development Centers; the U.S. Department of Labor; and the U.S. Equal Employment Opportunity Commission.

MNOSHA's Construction Breakfast seminars are a hearty start to safety

Both arms of Minnesota OSHA – Compliance and Workplace Safety Consultation (WSC) – offer Construction Breakfast seminars throughout the year and throughout the state. The seminars begin with a buffet breakfast, followed by a presentation about a specific safety or health topic.

Current WSC dates, locations and topic

- Health hazards in the construction industry
Presented by Mike Seliga, WSC
 - May 4 – Rochester, Minn.
 - May 10 – St. Cloud, Minn.
 - May 12 – Duluth, Minn.

Current Compliance dates and topic

- Residential fall-protection
Presented by Mitz DelCaro, Compliance
 - May 17 – St. Paul, Minn.

Future dates (topics to be determined)

Sept. 19, Nov. 15, Jan. 17, March 21, May 16

For complete information and registration, visit www.doli.state.mn.us/brkfst.html.

MINNESOTA SAFETY HAZARD ALERT

Minnesota Department of Labor and Industry
Occupational Safety and Health Division
443 Lafayette Road N.
St. Paul, MN 55155
1-877-470-OSHA / 1-877-470-6742

Falls from ladders used in advertising sign maintenance

Initiative

In January 2005, the Minnesota Occupational Safety and Health Division (MNOSHA) investigated the death of an employee who fell while attempting to change the message on an elevated advertising sign while working from a portable extension ladder.

The purpose of this Minnesota OSHA Safety Hazard Alert is to heighten public awareness of the potential for death or serious physical injury due to falls from ladders or platforms while changing the message on the advertisement signs commonly found in front of service stations, other retail establishments and hotels.

Description of the hazard

In cold conditions, the extendable suction cup devices typically used to change the letters and numbers on advertising signs may not work effectively, because of ice freezing the letters and numbers to the sign. Many employers use a portable extension ladder, which requires an employee to physically climb the ladder and rearrange the letters to form the current advertising message. When the employee is in this position, they are more susceptible to falling.

Controlling and eliminating the hazard

Employers and employees who perform these sign changing duties should consider the following safety suggestions:

- Exercise caution while working, especially in cold, icy conditions. Keep all equipment properly maintained and in good working order.
- Make sure the ladder has a secure footing and both legs are supported on the top as well. A second person should be used to help secure the ladder.
- Digital marquee signs are also available that allow the marquee to be changed with equipment located in the store.
- Additional alternatives, such as utilizing a bucket truck or personnel lift, can be considered, but individuals must be properly trained on their use, and be provided with and use the appropriate safety equipment.
- When letters are stuck to the sign due to icy conditions, consider using an ice scraper with an extendable handle if the height of the sign makes this feasible.
- Avoid changing the sign until the weather conditions improve.

Ensure employees are properly trained and understand the safe work practices associated with the use of ladders and platforms while changing advertising signs. Your efforts will help prevent serious injuries and fatalities by controlling or eliminating the variety of hazards associated with displaying your message to the public.

For more information

Employers and employees with questions or concerns can refer to the federal OSHA Web site at www.osha.gov or contact MNOSHA Compliance at (651) 284-5050 (toll-free 1-877-470-6742). The OSHA standards 1910.25 and 1910.26 cover requirements for ladders. The construction standards 1926.1053 and 1926.1060 have further information that can help prevent serious injuries. (Note: Retail establishments are not required to follow the construction standards; however, the information provided can be helpful with the safe use of ladders.)

Acknowledgements

The principal contributors to this Minnesota OSHA Safety Hazard Alert were Brenda Nickles and Kyle Van Lent, safety investigators with the Minnesota OSHA Mankato Area Office.

MANDATORY WORKPLACE POSTERS: *free for the asking*

By Diane Amell, Training Officer

Every so often it happens: an employer receives a letter in the mail advising that the company faces thousands of dollars in fines if they do not have the most current set of government-mandated posters. The author of the letter offers the employer a complete set of posters for a price. (And yes, the Department of Labor and Industry gets the same letters as well.)



No employer has to pay for any of the state or federally required posters. The posters are provided free from the issuing agencies. All five state-mandated posters – MNOSHA, workers' compensation, unemployment, age discrimination and minimum wage – can be ordered from the Minnesota Department of Labor and Industry (DLI) in a variety of ways:

- visit www.doli.state.mn.us/posters.html to print the posters or place an order (information about ordering mandatory federal posters is located on this page as well);
- call (651) 284-5042 in the Twin Cities or 1-800-DIAL-DLI (1-800-342-5354) from Greater Minnesota to order by phone;
- e-mail your request to dli.post@state.mn.us; or
- mail your request to IPC Poster Requests, Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155-4307. Please include your name, mailing address and phone number with your order.

Many of the state posters are available in other languages via the DLI Web site. The MNOSHA poster, "Safety and health protection on the job," is available in 10 additional languages: Arabic, Cambodian, Hmong, Laotian, Oromo, Russian, Serbian, Somali, Spanish and Vietnamese.

Please note: Under 29 CFR 1903.2, OSHA posters must be at least 8½ by 14 inches, with a type size of at least 10 points. A poster that has its electronic image altered or one that has been purchased from a nongovernmental source may not meet this requirement.

Federal OSHA moves Minnesota oversight to Wisconsin office

Until recently, there were four federal OSHA staff members in Minnesota, handling 13 regulations governing various whistleblower statutes, state-plan monitoring, resolution of complaints against state-plan administration and conducting inspections in federal jurisdictions.

Effective March 31, these activities are now coordinated through the Eau Claire, Wis., federal Safety Lines

OSHA office. The phone number for that office is (715) 832-2533.

For information about the differences between federal OSHA and Minnesota OSHA, visit www.doli.state.mn.us/differ.html.



Recordkeeping 101: Part 2

Classifying recorded injuries

By Brian Zaidman, Research Analyst, Research and Statistics

Editor's note: This is the second installment of a series about using the OSHA Form 300 and summarizing its results. This information is directed to people who are new to OSHA recordkeeping activities, to people who might be unfamiliar with the 2002 recordkeeping changes and to people who want to review their recordkeeping practices. This installment deals with case classification.

The first installment of this series discussed the basic OSHA recordkeeping requirements, describing the conditions for including an injury or illness on the OSHA log. Employers must record all work-related injuries and illnesses that result in:

- death,
- loss of consciousness,
- medical treatment *beyond first aid*,
- days away from work,
- restriction of work or
- transfer to another job.

After entering the initial case information, employers must decide how to classify the case. The log presents four columns (G through J, see figure), only one of which can be selected, based on the most serious outcome for that case.

Classify the case					
CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:	
Death	Days away from work	Remained at work		Away from work (days)	On job transfer or restriction (days)
		Job transfer or restriction	Other recordable cases		
(G)	(H)	(I)	(J)	(K)	(L)
	X			3	
	X			2	32
		X			14
			X		

The instructions that come with the OSHA log, in the packet *OSHA forms for recording work-related injuries and illnesses*, state on pages 2 and 6, that the columns are arranged from the most serious

– death (column G) – to the least serious – other recordable cases (column J). This means that days away from work is a more serious outcome than job transfer or restriction. The following are some tips for deciding the classification of each case and properly recording it in the log.

- The seriousness of the outcomes does not depend on the number of days associated with each outcome. A case with at least one day away from work is recorded with a check in column H (days away from work) even if the worker had 180 days of job transfer.
- A days-away-from-work case needs to have at least one day recorded in column K; if there were any days of job transfer or restriction, these would be recorded in column L. (See the second example entry in the figure.)
- A case with job transfer or restriction, but no days away from work, will not have any days recorded in column K, but it needs to have at least one day recorded in column L. (See third example entry in the figure.)
- A partial day of work is recorded as a day of job transfer or restriction, except for the day on which the injury occurred or the illness began.
- If a case involves medical treatment beyond first aid, but the injured worker never has a day away from work or a day of partial work after the day the injury occurred or the illness began, put a check in column J (Other recordable cases). No days would be entered in either columns K or L. (See the fourth example entry in the figure.)

Recordkeeping continues ...

Recordkeeping 101: Part 2

In some instances, an injured worker need not have missed any days away from work or worked with any restrictions, yet the case would be recorded as either a days-away-from-work case or as a job transfer or restriction case. What happens if a worker is injured on a Friday or just before a holiday, a vacation or the end of the year, or if the restrictions are ignored? These circumstances are addressed on pages 8, 9 and 10 of [Minnesota OSHA recordkeeping requirements](#). The following are tips for these situations.

- If a worker becomes injured or ill on a Friday and reports to work on a Monday, and was not scheduled to work on the weekend, then the classification depends on information from a physician or other licensed health care professional. If the health care provider furnishes information that the employee should not have worked or should have performed only restricted work during the weekend, then record the injury or illness as a case with days away from work or restricted work and enter the appropriate day counts.
- If a worker becomes injured or ill the day before a scheduled time off, record the case as days away from work or restricted work if the health care provider furnishes information that the employee should not have worked or should have performed only restricted work during the scheduled time off. Then enter the appropriate day count.
- If the injury or illness occurs in one year, but there are no days away from work until the next year, record the case as a days-away-from-work case in the year the injury or illness first occurred. Each injury or illness is only recorded once, in the year that it first occurred. Update the log from the earlier year and do not record any information about the injury or illness in the next year's log.
- If an injured worker ignores the licensed health care provider's restrictions and does all of his or her routine job functions, record the injury or illness on the OSHA log as a restricted work case. However, if different health care providers furnish conflicting recommendations, decide which is the most authoritative information and record the case based on that recommendation.

There is much more detail available about the finer points of defining a job restriction or transfer. The online resources listed at left are available to instruct you in these finer points.

CONTACT MNOSHA

Minnesota OSHA Compliance (MNOSHA)

(651) 284-5050
1-877-470-6742

Workplace Safety Consultation (WSC)

(651) 284-5060
1-800-657-3776

Recordkeeping packet

(651) 284-5042
1-800-342-5354

ONLINE RESOURCES

Federal OSHA recordkeeping resources

- www.osha.gov/recordkeeping/index.html

MNOSHA recordkeeping resources

- www.doli.state.mn.us/recordkeeping.html

MNOSHA WSC recordkeeping training

- www.doli.state.mn.us/osheven.html

Survey of Occupational Injuries and Illnesses

- www.bls.gov/iif
- www.doli.state.mn.us/dlistats.html

Packet of recordkeeping forms, instructions

- www.osha.gov/recordkeeping/RKforms.html

Booklet: Minnesota OSHA recordkeeping requirement

- www.doli.state.mn.us/pdf/recordkeepingstandard.pdf

**Next installment:
counting days**

Governor rolls out efforts to streamline government services



Governor Tim Pawlenty announced his "Drive to Excellence" initiative during an April 10 news conference in St. Paul, Minn. In the background are (l to r): DLI Commissioner Scott Brener; Dick Anfang, St. Paul Building and Construction Trades; and James Vagle, Builders Association of Minnesota.

Governor Tim Pawlenty announced his "Drive to Excellence" initiative on April 10.

The initiative will help streamline government by creating "one-stop shop" opportunities for easy access to government services and by increasing the electronic delivery of government services.

Two of the six major areas will be led by the Department of Labor and Industry. These areas are:

- licensing – create a single “one-stop shop” for business and professional licensing resulting in a significant improvement in customer service.
- code consolidation – the regulation of building construction will be consolidated from six agencies into one.

Construction leadership representatives meet, discuss ideas to reduce workplace fatalities

Department of Labor and Industry (DLI) Commissioner Scott Brener conducted a special March 11 meeting with various members from the state's construction industry to seek their advice, input and support about ways to reduce the workplace fatalities in Minnesota. During January and February 2005, Minnesota OSHA investigated four construction-related fatalities and four general-industry fatalities. The purpose of this meeting was to find ways to address this alarming fatality rate, specifically in the construction industry.



DLI met with a variety of construction-industry representatives March 11 to discuss ways to reduce fatalities.

Some items identified during the meeting for improvement have been utilized to continue to develop the MNOSHA Compliance and Workplace Safety Consultation units. The following will be implemented:

- look at employees presently licensed, such as plumbers and electricians, to determine what additional safety and health training could be provided.
- educate city inspectors about basic safety and health requirements.
- evaluate other state OSHA plan incentives or approaches for the construction industry.
- implement a social marketing approach to educate employees how bad safety and health practices can impact their family.
- provide more information to small residential contractors.
- send safety grant application to small employers if MNOSHA Compliance does an inspection.

Other suggestions by the group are under consideration, were considered as best practices for businesses or were deemed as beyond the implementation scope of DLI. The department thanked the individuals for their time, suggestions and dedication to safety and health.